Appendix A - DD Form 1391 Certification Activities (MCA, AFH, and UMMCA Only)

Certification Activity Definitions:
Review: Examine and evaluate (subject of certification).
*Review: Section to be completed by USACE after Design Code 2 or Code 3 is issued and prior to 1 July of the DY
Check: Use and question if not clear.
Use: Use information, but do not question accuracy.
N/A: No action required.
Certify: Responsible agent certifies project data or provides signature in this block.

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DD1391 Processor Block Number	DD1391 Processor Block Title or Content	USACE Role	MACOM Role
1A DD	Program Type	N/A	N/A
1B Table 3-2	Component	N/A	Review
1C	Fiscal Year	Check	Review
1D1	Construction Start Date	Review	Check
1D2	Construction End Date	Review	Check
N/A	Construction Mid-Point	Review	Check
1E1	Installation Name	Check	Review
1E2	Subpost/Remote Location Name	Check	Review
1F	Location	Check	Review
1G	Category Code	Check	Review
1H	Project Title	Check	Review
1I	Type of Work	Use	Review
1J1	Reserved		
1J2	Reserved		
1J3	Reserved		
1J4	Reserved		
1J5	Reserved		
1K	Type of Construction	Check	Review
1L	Program Element	N/A	N/A
1M	Permanent Project Number (Form Number)	Use	Use
1N	Temporary Project Number	N/A	N/A
1O	Preparation Date	N/A	N/A
2AO	Currency Type/ Exchange Rate	Review	Check
2A1	General Primary Facilities	Review	Review
2A2	Information Systems/ Primary Facilities	Review	Review
2B1-2B6 2B8 & 2B9	Supporting Facilities	Review	Review
2B7	Information Systems/ Supporting Facilities	Check	Review
2C	Contingency Factor	Review	Check
2D	SIOH Percent	Review	Check
2E	Category E Equipment ($000)	Check	Review or Check
2F	Estimated Project Cost (Rounded)	Check	Check
2G	Installed Equipment -Other Appropriations)	Check	Review
3A	Description of Proposed Construction	Review	Review
3B	Remarks	Use	Review

DD1391 Processor Block Number	DD1391 Processor Block Title or Content	USACE Role	MACOM Role
3C	Project Description	Use	Review
3D	Requirement	Check	Review
3E	Current Situation	N/A	Review
3F	Impact If Not Provided	N/A	Review
3G	Additional	N/A	Review
3H	NATO Infrastructure	N/A	Review
3I	Related Projects	Check	Review
4A	Type of Design	Use	Review
	Drawing Number	Use	Use
4B	Scope (UM)	Use	Use
4C	Size (UM)	Use	Use
4D	Cooling (Air Conditioning, Evaporation, Mechanical Vent) Capacity Cost	Check	Check
4E	Unit of Measure	Use	Review
4F	Total Requirement	N/A	Review
4G	Existing Substandard	N/A	Review
4H	Existing Adequate	Use	Review
4I	Funded, Not in Inventory	N/A	Review
4J	Adequate Assets	N/A	Check
4K	Unfunded Prior Authorization (By FY)	N/A	Check
4L	Included in Prior Year, Program, Fiscal Year, Authorized Funded	N/A	Check
4M	Deficiency Authorized Funded	N/A	Check
4N	Provisions for Handling Classified Information	Check	Review
	Date of TEMPEST Risk Assessment	Check	Review
4O	Signature Block Name, Rank, Title, Organization of Pre-paring Official, Signed (Y/N?), Date Signed	N/A	Review
4P	Capital Investment Strategy Preparation Date	N/A	N/A
	Project Development Brochure Preparation Date (For PBS projects Only)	N/A	N/A
4Q	Is DDESB (Department of Defense Explosives Safety Board) Approval Required? (Y/N)	Review	Review
	DDESB Approval Date	Check	Review
4R	Is FAA (Federal Aviation Administration) Approval Required? (Y/N)	Review	Review
	FAA Approval Date	Check	Review
5	Reserved for Ballistic Missile Defense Organization (BMDO) Projects		
6A	Design Start Date, Estimated	*Review	N/A

DD1391 Processor Block Number	DD1391 Processor Block Title or Content	USACE Role	MACOM Role
6B	Concept Completion Date, Estimated	*Review	N/A
6C	Design Completion Date, Estimated	*Review	N/A
6D	Estimated Percent Complete as of 15 September DY (Design Year)	*Review	N/A
	30% Complete as of (MMM YYYY) (For BMDO Projects Only	*Review	N/A
6E	Estimated Percent Complete as of 01 January BY (Budget Year)	*Review	N/A
	60% Complete as of (MMM YYYY) (For BMDO Projects Only	*Review	N/A
6F	Estimated Percent Complete as of 01 October PY (Program Year)	*Review	N/A
	90% Complete as of (MMM YYYY) (For BMDO Projects Only	*Review	N/A
6G	Standard or Definitive Design (Y/N?)	*Review	N/A
6H	Installation Where Design was Last Used	*Review	N/A
6I	Contract Architect-Engineer Design Cost, Estimated	*Review	N/A
6J	In-house Design Cost plus Architect Engineer Contract Supervision and Administration Cost and Government Forces Design Cost, Estimated	*Review	N/A
6K	Total Design Cost	*Review	N/A
6L	Production of Plans and Specifications	*Review	N/A
6M	All Other Design Costs	*Review	N/A
6N	Construction Start Date	*Review	N/A
6O1	USACE Certification	Certify	Check
6O2	Certifying Official's Name and Office Symbol, and Certification Date	Certify	Check
7A	General Justification Data	Check	Review
7B	Traffic Analysis	N/A	Review
7C	MACOM Certification	N/A	Certify
7D1	Installation Engineer Name	N/A	Check
7D2	Installation Engineer Phone Number	N/A	Check
8A	Present Accommodations Now In Use and Disposition	Use	Review
8B	Present Accommodations and Disposition	Use	Review
9A-9D	Real Property Maintenance Activity (RPMA)	N/A	N/A
10	Analysis of Deficiencies	N/A	Review
11A-11E	Economic Analysis	N/A	Review

DD1391 Processor Block Number	DD1391 Processor Block Title or Content	USACE Role	MACOM Role
11F	Reserved	N/A	N/A
12A	Criteria for Proposed Construction	Review	Review
12B	User Discretionary Block	Review	Review
13A1	Furnishings and Equipment	Check	Review
13A2	Information Systems Furnishings and Equipment	Check	Review
13B	Furnishings and Equipment Discussion	Check	Review
14	Reserved		
15A	Environmental Documentation	Check	Review
15B1	Summary of Environmental Consequences	Check	Review
15B2	Environmental Standard Text	Check	Review
16A1-16A2	Evaluation of Flood Hazards	Check	Review
17A1-17A11	Information Systems Cost Estimate Preparation Data	Check	Review
17B1-17B3	Primary Facility Information Systems Cost Data	Check	Review
7C1-17C3	Supporting Facilities Information Systems Cost Data	Check	Review
17D	Information Systems Cost Summary	Check	Review
17E	Enter Section 13 Procuring APRN for PROP Cost Data	Check	Review
17F	Remarks	Check	Review
17G	(DOIM/DCSIM) Signature Block, Name Title, (DOIM/DCSIM) Organization of Preparing Official, Signed (Y/N?), Date Signed	Check	Review
17H	Date Prepared	Check	Review
17I	Information Systems Certification (Standard Text)	Check	Review
17J	Information Systems Cost Estimate Certifying Official	Check	Review
18A-18F	Protection of Historic Properties	Check	Review
19A-19C	Energy and Utility Requirements	Check	Review
20A-20C	Provisions for the Handicapped	Check	Review
21A-21B	Commercial Activities Analysis	Check	Review
22A-22D	Anti-Terrorism/Force Protection	Check	Review
23A-23F	Special Additional Data Requirements	Check	Review
24	Miscellaneous Data	N/A	N/A

WEBPAX/WEB1391 PROGRAM

The Web1391 is available on the World Wide Web at http://www.webpax.net. The following data provides a matrix of the relationship between the tabs contained in the Web1391 and the section numbers of the DD Form 1391 as reflected in the mainframe DD1391 Processor System.

WEB1391 TABS	MAINFRAME DD1391 SECTIONS
Tab A - Front Page 1391	Sections 1, 2, 3, and Parts of 4
Tab B – Planning and Design	Section 6
Tab C – Miscellaneous Support Data	Part of Section 4, Sections 7, 10, 12, 23, and 24
Tab D – Economic Analysis	Section 11
Tab E – Furnishings & Equipment	Section 13
Tab F – Information Systems Cost	Section 17
Tab G – AT/FP Data	Section 22
Tab H – Present Accommodation and Deposition	Section 8
Tab I – RPMA Data	Section 9
Tab J – Regulatory Data	Sections 15, 16, 18, 19, 20, and 21